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S E C R E T

DIRECTORATE FOR SCIENCE AND TECHNOLOGY

PLANS, PROGRAMS AND PROJECTS
DD/S&T Instruction 230-5

DD/S&T APPROVAL REQUEST, FORM 2416 (REVISED)

1. The purpose of this instruction is two fold: (a) to provide instructions for the preparation of the DD/S&T Approval Request Form #2416 (Revised) when employed for the initiation of procurement/contract actions, as defined in DD/S&T Instruction 230-4, dated ___ July 1966, and (b) to describe the role of the Assistant R&D Coordinator in the handling of Procurement/Contract actions within the DD/S&T Staff.

2. An examination of the DD/S&T Approval Request Form reveals a division into three distinct parts. A description of these parts and their expected contents follows.

a. Identifying Information - This provides the information essential to the DD/S&T Staff and approving authorities as to the type of action, i.e., new contract, ammendment, renewal/extension, etc., the title and cryptonym, if any, responsible element and project officer, whether or not the item has been programmed, the amount of funds involved, the

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budget control number, the office budget officer's certification of funds availability, contract/task order number (if any), other fiscal type identifiers and the security classification (as outlined in HHB-45-3, Para. 8). OFFICES MUST COMPLETE All of the items in this section, ~~must be completed~~, as applicable, with the requested information.

b. Concurrences, Approval and Routing - The second part of the form is divided into two blocks. One block contains those individuals who are concurring in the request for procurement/ contract action, and the other block contains the approval authorities. In each instance, the project officer and division chief must sign in the concurrence block for the originating office. The added blank space is reserved for use by the Office in the event that the Office Director desires that some other member of his Staff concur. In those instances, the Officer signing this block should be identified by typing his title into the blank (e.g., Chief, Plans and Programs). Similarly, the Office

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Director or proper designee must sign in the approval block. Preparation of the routing for concurrences and approval will be handled as follows:

(1) On procurement/contract action requests for fund levels below [redacted] 25X1A the concurrences and routing block should contain the technical officer, division chief and any other officer as desired by the Office Director. The approval and routing block will contain the Office Director. The concurrence and routing block for this level of funding will be for the DD/S&T marked only for the Assistant R&D Coordinator who will take appropriate action to route, as necessary, within the Staff. In the event that an Office has performed advance coordination on any proposed procurement/ contract action, desires special handling or feels that special instructions are necessary, this information should be conveyed on a

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separate sheet attached to the form 2416. Such information will be employed by the Assistant R&D Coordinator to determine concurrence/routing within the DD/S&T Staff. He will also maintain cognizance over the location and status of the proposed action until it is delivered to the Office of Logistics (or OSA Contracting), and should be the Office point of contact for determining the status and location of the proposed action.

25X1A (2) On procurement/contract actions of from $[redacted] Offices should prepare the concurrences and routing blocks for their internal organization in the same manner as described in the preceding paragraph. The Assistant R&D Coordinator should be marked as the first DD/S&T Staff component for concurrence and routing. He will insure routing for concurrence in exactly the same manner as previously described. Offices should provide any special instructions or information on advance coordination, etc., as

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previously described. The Concurrences and Approval Block should contain the Office Director, or designee, signature to which will be added that of the DD/S&T or designee. The Assistant R&D Coordinator will serve as the Office point of contact for the purposes described above.

(3) On procurement/contract actions

25X1A of [redacted] or more, the Office procedure is exactly the same as for other two levels of funding. The Assistant R&D Coordinator will insure the routing within the DD/S&T Staff, maintaining cognizance as previously described until the request is approved by the DDCI when it is sent to the Office of Logistics (or OSA Contracting) for initiation of the contractural/procurement arrangement. All other information regarding advance coordination, etc., as outlined above, must be included for use by the Assistant R&D Coordinator. He will serve as the Office point of contract for the purposes described above.

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c. Special Instructions - The third part of the form contains information essential to the contracting and procurement organization - either OL or OSA Contracting, as appropriate. There are four separate items required, each of which is discussed below:

(1) Government Furnished Equipment (GFE)- The Office should clearly specify by marking the appropriate block whether or not GFE is required. If there is such a requirement, the Office should explain on an attached page the precise type of GFE, the quantity, when it is required and where it is to be delivered, any special handling instructions, the length of time for use of the GFE and all other related type information.

(2) Sole Source Justification - The Office should provide enough justification to permit the contracting activity to under-

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stand and be able to support and defend, if required, the need for sole source, versus competitive, procurement. This is intended merely to aid the Office in obtaining what they desire and not an instrument for evaluating their judgement or selection of this method of procurement. A separate sheet should be attached to provide additional information.

(3) Special Instructions - This section provides the Office an opportunity to explain any deviations from the selected proposal. Similarly, the Office may wish to provide the contracting activity with other special guidance regarding the negotiation of the contract such as requesting an advance conference with the project officer before entering into negotiations, advising of prior contacts of significance with the proposed contractor and related information.

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(4) Documents Attached - This section should list the contractors' proposals, the approval memorandum, ADP form and all other documentation which is being conveyed as a part of the desired action.

3. The Form 2416 is produced on seven ply all white paper. Distribution of these copies will be as described below, with procedures defined in separate memorandum from the DD/S&T Registry.

Copies 1 and 2 - Office of Logistics
(or OSA Contracting)

Copy 3 - DD/S&T

Copies 4 and 5 - DD /S&T Registry

Copy 6 - Responsible Budget Officer

Copy 7 - Originating Office File

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APPROVAL REQUEST

DD/S&T XXXXXXXXXXXX

PROJECT: TITLE/PROJECT NUM

FOR DD/S&T ADMIN. USE

TYPE OF ACTION	OFFICE/DIVISION/BRANCH	CONTRACTOR
NEW CONTRACT		
AMENDMENT	PROJECT XXXXXXOFFICER	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX PROGRAMMED YES NO
RENEWAL/ EXTENSION	TELEPHONE EXTENSION RED: BLACK	AMOUNT BUDGET CONTROL NO.
OVERRUN	REQUISITION NUMBER	FUNDS AVAILABLE (Certification)
OTHER	CONTRACT & TASK ORDER NO. (If any)	XXXXXXXX FAN NUMBER XXX NUMBER

SECURITY CLASSIFICATION

CONCURRENCES AND ROUTING

TITLE/OFFICE	ROUTING	TYPED NAME/SIGNATURE	COMMENTS	DATE
PROJ. OFF				
DIV CHIEF				
ASST. R&D COORD.				
COMPTROLLER				
PROC. MGT.				
SPEC ASST.				

APPROVALS AND ROUTING

OFF. DIR.				
DD/S&T				
DDCI				
DD/S&T				

GOVT. FURN EQUIP: YES NO IF YES ATTACH EXPLANATION

SOLE SOURCE JUSTIFICATION: ATTACH EXPLANATION

SPECIAL INSTRUCTIONS: ATTACH EXPLANATION

DOCUMENTS ATTACHED: LIST ON REVERSE SIDE

FOR O/LOGISTICS USE (When completed return to DD/S&T)

DATE	BRANCH	NEGOTIATOR	EXTENSION

FORM 8-66 241 REVISES PREVIOUS EDITION OF THIS FORM ☐ CONFIDENTIAL ☐ UNCLASSIFIED (2-40)

CONSULT DD/S&T INSTRUCTION # 230-5: JULY 1966

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